

CARLETON UNIVERSITY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

SOCI 2001B (15019)
WINTER 2023
INTRODUCTION TO QUALITATIVE RESEARCH METHODS

Instructor: Alex Bing

Office Hours: Thursdays 2pm-3pm via Zoom

Office Hour Zoom Link: <https://carleton-ca.zoom.us/j/95000670851>

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Teaching Assistant: TBD

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Pre-requisites & Precluded Courses: Precludes additional credit for SOCI 2003 (no longer offered).

Method of Delivery: In-Person, Wednesdays 6:05PM-8:55PM, 416 Southam Hall

Carleton Diversity Statement:

In this course, you are expected to learn from your texts, your teacher and from one another. This requires striving towards understanding each other but it does not imply striving towards finding agreement. Our class will be racially, religiously, politically, culturally, generationally, and economically diverse. We will be of different gender identifications and sexual orientations and our lived experiences and reactions to the course material will reflect this diversity. Sharing our perspectives and interpretations on the course material will enhance everyone's learning experience and you are encouraged to openly express any disagreements with the authors you will read, with your fellow classmates, or with the Professor in the different participation fora that are available for this course. However, you are expected to conduct yourself in such a way that shows the utmost respect to others who may – or may not – share your views. Derogatory comments and hateful behavior towards others (and their views) will not be tolerated.

Land Acknowledgement:

Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation. In doing so, Carleton acknowledges it has a responsibility to the Algonquin people and a responsibility to adhere to Algonquin cultural protocols.

Course Description:

This course aims to give beginner students in sociology a hands-on taste of what it is like to set up a research project in sociology. Particular emphasis will be placed on preparing students for the logistical, administrative, and ethical hurdles that can sometimes waylay a project.

In the first half of the course, students will imagine their own mock social science project, and then fill out selected portions of Carleton's CUREB-A ethics form based on how they imagine that project. This will familiarize students with the administrative hurdles of setting up a project. In the second half of the course, students will receive instructor feedback on how their envisioned project might pan out in reality, and reflect on what they have learned. Overall, this gives students a personalized learning experience, where the knowledge they receive is tailored to the way they envision research.

Learning Objectives:

In this course, students will learn:

- The administrative and ethics hurdles involved in setting up a qualitative sociological study
- Some strategies for recruiting participants and building community trust
- Some of the ways in which data can be collected
- How their initial vision of social research can be refined

At the end of this course, students will have:

- An increased comfort level and familiarity with some of the administrative forms and procedures involved in setting up a sociological project
- Developed some context-sensitive recruitment strategies
- Gained knowledge about at least one way to collect data
- Reflected on their own vision of qualitative research

Reading (s)/Textbook (s):

Van den Hoonaard, D.K. & Van den Scott, L. (2022). *Qualitative Research In Action: a Canadian primer. 4th ed.* Oxford.

The textbook for this course is meant as a general guide to ground our ideas and discussions. We will not be following it to the letter, because we will maintain a greater focus instead on the administrative and logistical aspects of research design.

Course Schedule:

Lecture	Date	Topic	Suggested Readings from the Textbook (Optional)
1	Wednesday Jan 11	Introduction to the Course	Chapter 1
2	Wednesday Jan 18	Imagining Your Project	Chapter 2
3	Wednesday Jan 25	Choosing Your Participant Demographic	Chapter 3
4	Wednesday Feb 01	Planning how to Recruit	Chapter 4 - 5
5	Wednesday Feb 08	Understanding Consent Procedures	N/A
6	Wednesday Feb 15	Planning Your Data Collection	Chapters 6 - 8
7	Wednesday Mar 01	Interim Debrief	N/A
8	Wednesday Mar 08	Reflecting on Your Project Idea	Revisit Chapter 2
9	Wednesday Mar 15	Reflecting on your Participant Demographic	Revisit Chapter 3
10	Wednesday Mar 22	Reflecting on your Recruitment Plans	Revisit Chapters 4-5
11	Wednesday Mar 29	Reflecting on Consent	N/A
12	Wednesday Apr 05	Reflecting on Data Collection	Revisit Chapters 6-8
13	Wednesday April 12	<i>No class. As per school rules, this Wednesday is considered a Friday.</i>	

Grade Weightings:

There are a total of nine assignments for this course. The first four assignments involve filling in different sections of an ethics form. Through these four assignments, you will envision your own social research project and how it might look like. The latter five assignments are reflections, to be completed gradually once you receive feedback based on the research project you have envisioned.

Each assignment is worth exactly 10% of your final grade. This amounts to a total of 90% of your grade. The remaining 10% is based on participation and attendance. In order to earn a perfect participation mark, you must attend at least 10 of the 13 lectures in this course.

Detailed instructions on all assignments will be available on Brightspace.



Due Dates for Assignments:

#	Assignment	Due Date
1	Ethics Form Sections 1 & 4	Wednesday Feb 01
2	Ethics Form Section 6	Wednesday Feb 08
3	Ethics Form Section 7	Wednesday Feb 15
4	Ethics Form Section 8	Wednesday Mar 01
5	Reflection on your General Methodology	Wednesday Mar 15
6	Reflection on your Participant Demographic	Wednesday Mar 22
7	Reflection on your Recruitment Plans	Wednesday Mar 29
8	Reflection on Consent	Wednesday Apr 05
9	Reflection on Data Collection	Wednesday Apr 12

Course Requirements & Methods of Evaluation:

In accordance with the Carleton University Undergraduate Calendar Regulations, the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50	WDN = Withdrawn from the course	DEF = Deferred	

Academic Regulations, Accommodations, Plagiarism, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website:

<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at **613-520-6608** or **pmc@carleton.ca** for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send your ***Letter of Accommodation*** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*).

*The deadline for contacting the Paul Menton Centre regarding accommodation for June examinations (Early Summer) is May 27 and for August (Late Summer) is July 29.

For Religious Obligations:

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

For Pregnancy:

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

For Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and

to obtain information about sexual violence and/or support, visit:
www.carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

Plagiarism

Plagiarism is the passing off of someone else's work as your own and is a serious academic offence. For the details of what constitutes plagiarism, the potential penalties and the procedures refer to the section on Instructional Offences in the Undergraduate Calendar. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy (See <https://carleton.ca/registrar/academic-integrity/>). The Policy is strictly enforced and is binding on all students. Academic dishonesty in any form will not be tolerated. Students who infringe the Policy may be subject to one of several penalties.

What are the Penalties for Plagiarism?

A student found to have plagiarized an assignment may be subject to one of several penalties including but not limited to: a grade of zero, a failure or a reduced grade for the piece of academic work; reduction of final grade in the course; completion of a remediation process; resubmission of academic work; withdrawal from course(s); suspension from a program of study; a letter of reprimand.

What are the Procedures?

All allegations of plagiarism are reported to the faculty of Dean of FASS and Management. Documentation is prepared by instructors and departmental chairs. The Dean writes to the student and the University Ombudsperson about the alleged plagiarism. The Dean reviews the allegation. If it is not resolved at this level then it is referred to a tribunal appointed by the Senate.

Assistance for Students:

Academic and Career Development Services: <https://carleton.ca/career/>

Writing Services: <http://www.carleton.ca/csas/writing-services/>

Peer Assisted Study Sessions (PASS): <https://carleton.ca/csas/group-support/pass/>

Important Information:

- Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the

author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

- Students must always retain a hard copy of all work that is submitted.
 - Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.
 - Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton's Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario's *Freedom of Information and Protection of Privacy Act* (FIPPA) within the university.
 - In accordance with FIPPA, please ensure all communication with staff/faculty is via your Carleton email account. To get your Carleton Email you will need to activate your MyCarletonOne account through Carleton Central. Once you have activated your MyCarletonOne account, log into the MyCarleton Portal.
 - Please note that you will be able to link your MyCarletonOne account to other non-MyCarletonOne accounts and receive emails from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid MyCarletonOne address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://students.carleton.ca/>
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COVID-19 Regulations:

All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g. wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette) and mandatory self-screening prior to coming to campus daily.

If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory symptom reporting tool. For purposes of contact tracing, attendance will be recorded in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not have a smartphone will be required to complete a paper process as indicated on the COVID-19 website.

All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g. directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.

For the most recent information about Carleton's COVID-19 response and required measures, please see the University's COVID-19 webpage and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

Please note that failure to comply with University policies and mandatory public health requirements, and endangering the safety of others are considered misconduct under the Student Rights and Responsibilities Policy. Failure to comply with Carleton's COVID-19

procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.

Fall 2022 Dates and Deadlines

August 31, 2022	Deadline for course outlines to be made available to students registered in full fall, early fall and fall/winter courses.
September 5, 2022	Statutory holiday. University closed.
September 6, 2022	Academic orientation (undergraduate and graduate students). Orientation for new Teaching Assistants.
September 7, 2022	Fall term begins. Full fall, early fall, and fall/winter classes begin.
September 20, 2022	Last day for registration and course changes (including auditing) in full fall, late fall, and fall/winter courses.
September 23-25, 2022	Full summer and late summer term deferred final examinations will be held.
September 30, 2022	Last day to withdraw from full fall and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
October 7, 2022	December examination schedule (fall term final and fall/winter mid-terms) available online.
October 10, 2022	Statutory holiday. University closed.
October 24-28, 2022	Fall break, no classes.
November 11, 2022	Last day to request Formal Examination Accommodation Forms for December full fall and late fall final examinations and fall/winter midterm examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
November 15, 2022	Last day for academic withdrawal from full fall and late fall courses
November 25, 2022	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full fall term or fall/winter undergraduate courses, before the official December final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
December 9, 2022	Fall term ends. Last day of full fall and late fall classes. Classes follow a Monday schedule (full fall and fall/winter courses only). Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
December 10-22, 2022	Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full and late fall courses. Final examinations in full fall and late fall courses and mid-term examinations in fall/winter courses will be held. Examinations are normally held all seven days of the week.
December 22, 2022	All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the

December 25, 2022 through January 3, 2023 inclusive	Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar. University closed.
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Winter 2023 Dates and Deadlines

January 2, 2023	Deadline for course outlines to be made available to students registered in full winter and early winter term courses.
January 4, 2023	University reopens.
January 9, 2023	Winter term begins. Full winter and early winter classes begin.
January 20-22, 27-29, 2023	Full fall and late fall term deferred final examinations will be held.
January 31, 2023	Last day to withdraw from full winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
February 17, 2023	April examination schedule available online.
February 20, 2023	Statutory holiday. University closed.
February 20-24, 2023	Winter break, no classes.
March 15, 2023	Last day for academic withdrawal from full winter, late winter, and fall/winter courses. Last day to request Formal Examination Accommodation Forms for April full winter, late winter, and fall/winter final examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
March 29, 2023	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
April 7, 2023	Statutory holiday. University closed.
April 12, 2023	Winter term ends. Last day of full winter, late winter, and fall/winter classes. Classes follow a Friday schedule (full winter and late winter courses). Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar. Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full winter and late winter courses.
April 13-14, 2023	No classes or examinations take place.
April 15-27, 2023	Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.
April 27, 2023	All final take-home examinations are due on this day, with the

May 19-31, 2023

exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Full winter, late winter, and fall/winter deferred final examinations will be held.